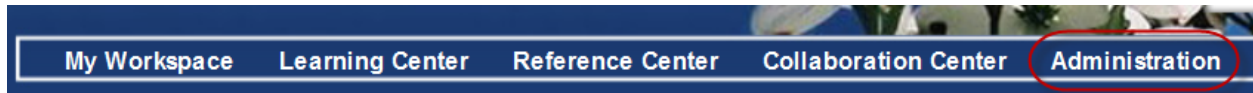# The Knowledge Center

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Illustration of how to: How to run a Training Progress by Content Report
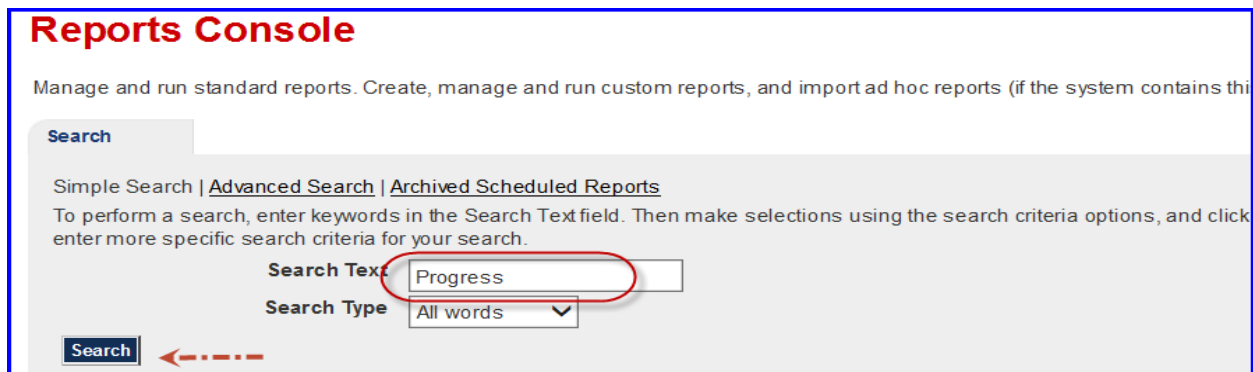
Step 1: Click on Administration

Step 2: Click on Reports Console

Step 3: Type progress in the search text and then click Search

Step 4: Click on the Training Progress By Content report

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Illustration of how to: How to run a Training Progress by Content Report

Step 5: Click Select

Step 6: Type in the appropriate course number, put a check in the box beside the appropriate training type, then click search

Step 7: Click on the radio button that corresponds with the course you desire and then click select

		Title	Type
○	ⓘ	VDSS - ISRM1010: 2014 VDSS Information Security Awareness Training *VDSS ISRM1010: 2014 VDSS Information Security Awareness Training*	Online
◉	ⓘ	VDSS - ISRM1010: 2016 Information Security and Privacy Awareness *VDSS - ISRM1010: 2016 Information Security and Privacy Awareness*	Online
○	ⓘ	VDSS - ISRM1010: VDSS 2015 Information Security Awareness Training *One course with 9 parts: Training Overview, Communicating with the ISRM Office, Account Management,...*	Online
○	ⓘ	VDSS - ISRM1010-2013: Information Security Awareness Training *VDSS ISRM1010-2013 Information Security Awareness Training 11/6/13*	Online
Select			

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Illustration of how to: How to run a Training Progress by Content Report

Step 8: Put a check in the box beside the organization you desire (be advised you can expand the State and Local Agency organizations to get specific agencies or divisions

Step 9: Put a check in include sub organizations, populate progress status, populate state and end dates, then click run report

Step 10: Once the data populates, you can export to your desired output format